

MEMO

TO: David Barnes
Marilyn Bryant
Martin Burks
Arlene Doyle
Don Gibbons
Steve Hastings
Dave Kreher
Scott Montgomery
Michelle Keefe
Melanie Wolff

RECEIVED
NOV 17 2003
TECH CENTER 1600/2900

FROM: Kathy Blunt

DATE: 9/17/97

RE: Notes for today's ProVantage Rollout Meeting

SAN FRANCISCO

Room Setup:

- Stage with pipe & drape
- Podium with mike
- Standing mike
- 2 lavilier mikes
- Slide projector with remote
- Screen
- Reliv banners
- Product Display
- Music before and after meetings
- Registration table – outside of room
- Water stations – outside of room

NOTE: Don to contact distributors to setup product display and take care of registration.

Don to provide an evening meeting outline

Martin to bring music.

Friday Night Meeting, October 24:

- Begin at 7:30 p.m., end at 9:00 p.m. – Opportunity Meeting
- Open doors at 7:00 p.m.
- Handout: Meeting agenda
- Bob & Carl to speak

NOTE: Kathy to bring Opportunity Slides.

Saturday Meeting, October 25:

- Room Setup:
Same as Friday, with the addition of ProVantage banners & ProVantage product display (to be unveiled in the morning session)
- Morning Session: 9:00 a.m. to 11:30 a.m.
 - 9:30 a.m. Success Magazine – Don & Bob
 - 10:15 a.m. ProVantage – Dr. Carl & Dr. Ted
 - 11:30 a.m. Break
- Handouts:
ProVantage Brochure
Ad Slick
Press Release
- Break 11:30 a.m. to 1:30 p.m.
 - T-shirts for sale
 - Order Entry open ready to take orders
- Afternoon Session: 1:30 p.m. to 3:30 p.m.
 - 2 Ambassadors, possibly Pinnock & Williams for a Plan of Action Session

Nationwide Call on Saturday October 25:

- Melanie to setup